



COURSE SYLLABUS «ECONOMIC INFORMATICS»

Degree of higher education - Bachelor
Specialization 073 «Management»
Educational programme «07 Management and administration»
Academic year 1, semester 1
Form of study full-time
Number of ECTS credits 4
Language of instruction English

Lecturer of the course

Associate Professor of Department information systems and technologies Kharchenko V.V

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Course page on eLearn

<https://elearn.nubip.edu.ua/course/view.php?id=2749>

COURSE DESCRIPTION

The course "Economic Informatics" highlights the main principles and methods of applying modern information technologies in solving economic problems. The purpose of the course is to form in future professionals the necessary level of information and computer culture, the acquisition of practical skills in PC and the use of modern information technology to solve various problems in the process of learning and working in the specialty. The acquired skills of working on a personal computer with an operating system and major software packages such as MS Word, MS Power Point, MS Excel and online systems will enhance the performance of the tasks by future specialists.

Competencies of the educational program:

Integrative competency (IC): The ability to solve complex specialized tasks and practical problems, which are characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.

General competencies (GC): GC 3 Ability to abstract thinking, analysis and synthesis. GC 4 Ability to apply knowledge in practical situations. GC 8 Skills of using information and communication technologies. GC 10. Ability to conduct research at the appropriate level. GC 11. Ability to adapt and act in a new situation. GC 12. The ability to generate new ideas (creativity). GC 14. Ability to work in an international context.

Professional (special) competencies (PC): PC 1. The ability to define and describe the characteristics of the organization. PC 2. The ability to analyze the results of the organization's activities, to compare them with the factors of influence of the external and internal environment. PC 9. Ability to work in a team and establish interpersonal interaction when solving professional tasks. PC 10. The ability to evaluate the performed work, ensure their quality and motivate the personnel of the organization. PC 12. Ability to analyze and structure organizational problems, form reasonable solutions.

Program learning outcomes (PLO) of the educational program: PLO 4. Demonstrate skills in identifying problems and justifying management decisions. PLO 6. Demonstrate the skills of searching, collecting and analyzing information, calculating indicators to substantiate management decisions. PLO 17. Carry out research individually and/or in a group under the guidance of a leader.

COURSE STRUCTURE

Topic	Hours (lecture/lab oratory, practical, seminar)	Learning outcomes	Tasks	Assessm ent
Module 1 Theoretical basis of Economic informatics				
Topic 1. Theoretical basics of economic informatics	4/6	Know the basic concepts of economic informatics. Be able to change the basic settings of the manager's workplace (computer). To be able to effectively use information and communication technologies to organize collective work online.	Tasks of laboratory works. Independent work. Answers to questions	15 5
Topic 2. Basics of working with business documentation	2/8	Know the basic rules of working with business documentation. Be able to automatically format large or complex text documents.	Tasks of laboratory works. Independent work. Answers to questions	20 5
Topic 3. Visualization of information and the basics of working with computer graphics	2/6	Be able to present and visualize economic information, create illustrative graphic material. Correctly use digital and statistical information obtained from primary sources, be able to visualize various types of economic information, logically and consistently reproduce the acquired knowledge of the subject area.	Tasks of laboratory works. Independent work. Answers to questions	20 5
Module 1 (practical assignment, quiz)	0/2	Practical assignment and final test in the electronic course		30
Module 2 Processing and analysis of economic information in MS Excel				
Topic 4. Presentation and visualization of economic information in MS Excel	2/6	The ability to form economic information obtained from primary sources using the table editor MS Excel and Google Sheets; analyze and process statistical data, perform calculations using built-in functions and visualize digital information using charts of various types.	Tasks of laboratory works. Independent work. Answers to questions	15 5
Topic 5. Using spreadsheet functions for data analysis	2/8	Be able to apply a set of logical functions for more complex data calculation. Apply financial functions to automate the calculation of financial transactions. Be able to perform conditional formatting on economic information.	Tasks of laboratory works. Independent work. Answers to questions	20 5
Topic 6. Tools for consolidation and analysis of economic data in MS Excel	3/7	Know the technology of economic analysis using MS Excel. Be able to perform data analysis using pivot tables, summary tables, filters; apply general and conditional functions for working with arrays and functions for working with databases.	Tasks of laboratory works. Independent work. Answers to questions (Informal online education)	20 5 +15
Module 2 (practical assignment, quiz)	0/2	Practical assignment and final test in the electronic course		30
Total for 1 semester				70
Exam				30
Total for course				100

ASSESSMENT POLICY

<i>Policy regarding deadlines and resist:</i>	Assignments submitted after the deadline without valid reasons will be graded lower. Resetting of modules will be allowed with the permission from the lecturer and in the presence of valid reasons (e.g. medical reasons).
<i>Academic honesty policy:</i>	Cheating during tests and exams is strictly prohibited (including the use of mobile devices). Coursework and research papers must contain correct citations for all sources used.
<i>Attendance policy:</i>	Class attendance is mandatory. In case of objective reasons (such as illness or international internships), individual learning may be allowed (in online format by the approval of the dean of the faculty).

SCALE OF ASSESSMENT OF STUDENT KNOWLEDGE

Student rating, points	National grade based on exam results	
	exams	credits
90-100	excellent	passed
74-89	good	
60-73	satisfactory	
0-59	unsatisfactory	not passed

RECOMMENDED SOURCES OF INFORMATION

1. Kharchenko V.V., Kharchenko H.A, Soroka P.M., Information systems in management. Textbook, CP «Comprint», 2022. 335 p.
2. Kharchenko V.V., Kasatkina O.M. Structure of the personal computer and basics of operating systems Methodical manual K. CP «Comprint», 2014, 135 p.
3. Kharchenko V.V., Kasatkina O.M. Modern information systems and technologies. Methodical manual K. CP «Comprint», 2014 p. 121.
4. Paul McFedries Excel 2016 Formulas and Functions Wiley, 2018, 800 p.
5. Curtis Frye Microsoft Excel 2016 Step by Step Microsoft Press, 2019, 550 p.
6. Joan Lambert Microsoft Word 2016 Step by Step Microsoft Press, 2018, 600 p.
7. Microsoft PowerPoint 2016 Step by Step Microsoft Press, 2018, 480 p.
8. The electronic training course, developed on the basis of the Moodle platform, Electronic address: <https://elearn.nubip.edu.ua/course/view.php?id=2749>
9. Касаткін Д.Ю., Глазунова О.Г., Блозва А.І., Касаткіна О.М. «Практикум з інформатики». Навч. посіб. (2 видання) К ЦП «Компринт», 2017. 382 с.
10. Сорока П.М. Харченко В.В. Харченко Г.А. Інформаційні системи і технології в управлінні організацією К. «Компринт», 2019. 518 с.
11. Сорока П.М. Харченко В.В. Практикум з інформаційних систем в управлінні організацією К, ЦП «Компринт» 2017 р. 378 с.
12. Microsoft Azure Fundamentals: Describe core Azure concepts. <https://docs.microsoft.com/en-us/learn/paths/az-900-describe-cloud-concepts/>
13. Microsoft Imagine Academy. <https://imagineacademy.microsoft.com/?whr=default>
14. Educational international platform [Electronic resource] Source: <https://www.coursera.org/>
15. Educational international platform [Electronic resource] Source: <https://www.udemy.com>